

<b>Blue Section</b>	
<b>COERs</b>	Do not submit any documentation to this section directly. All submissions into this section should follow the rating chain of the officer. EC promotion information is placed in the OPF only after official nomination by the Agency
<b>Green Section</b>	
<b>CV</b>	The officer should submit a new CV at the very least every time there is a change of position or every 3 years, whichever comes first. It is recommended that an officer submit a new CV if the officer is involved in the promotion cycle
<b>Licensure/Credentials</b>	If required to have a license, the officer must submit a new license before the old one expires unless the state or organization grants an extension (which must be documented). See question #3 of the folder contents FAQ concerning submission of licenses/credentials
<b>Awards (PHS)</b>	Do not submit anything to this section. If there are missing awards, please see question #13 of the folder contents FAQ concerning submission of a missing award.
<b>Awards (Non-PHS)</b>	The officer should submit any military awards they think may be authorized by the PHS for wearing with the PHS uniform. Please see question #12 of the folder contents FAQ concerning submission of military awards. Coast Guard awards and EPA awards authorized for wear by the Awards Coordinator should be included.
<b>Continuing Education</b>	Submit an annual list of classes taken for the year. The officer may include certificates of completion. 350's should only be included if they are the <i>sole</i> documentation of completion of training. 350's should be stamped "completed" and dated. Incomplete transcripts for classes taken for long-term training requirements may be sent, but will be kept in this section rather than the transcripts section until a new degree has been awarded.
<b>Special Skills</b>	Submit licenses or documentation of special skills such as piloting or scuba diving. The skills should be non-health related skills that may be useful in the event of emergency. CPR certificates will be placed in the Continuing Education section of the folder.
<b>Outside Activities</b>	The officer should submit HHS form 520 or 521 to their supervisor for approval. When the approval has been made, the officer may then

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	send the document to DCCOS.
<b>PHS Support</b>	Submit letters, professional membership notifications and certificates of note from other professional organizations or from the Agency.
<b>Yellow Section</b>	
<b>All sections</b>	No documentation should be submitted directly by the officer. These documents are either submitted from other agencies or by OCCO.
<b>Pink Section</b>	
<b>Personnel Orders</b>	<b>No documentation should be submitted to this section directly by the officer. If there is a problem, contact the Military Personnel Specialists at (240) 453-6125.</b>
<b>Clearance Section</b>	No documentation should be submitted to this section directly by the officer. Changes in security clearance should come from the Agency.
<b>Application Section</b>	The only additions to this section should be the completion of subsequent college degrees or the completion of internships, residencies or fellowships not already documented in the OPF.
<b>Beige Section</b>	
<b>All sections</b>	No documentation should be submitted directly by the officer.